

Retention and Classification Report

Agency: Department of Workforce Services. Clearfield East Employment Center (1884)
1290 East 1450 South
Clearfield, UT 84015

Records Officer Amanda McPeck

18553	Check issuance case files
18550	Client case files
13035	Day care case files with child abuse and neglect reports
18551	Day care center licensing files
18552	Family day care licensing files
18554	Food stamp case files
07185	Home energy assistance target program files
22586	Job Training and Partnership Act client files
18557	Medical cards
18556	Medical excess payment records
14045	PACMIS records
18555	Prescription drug claims
17577	Provider billing records
18477	Provider files
14592	Self sufficiency files
18560	Single parent employment program files
19205	Terminated personnel files
18559	Transmittal records
18558	Voided medical cards

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18553

3

TITLE: Check issuance case files

DATES: 1990-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18553

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18550

3

TITLE: Client case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now The Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18550

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 13035

3

TITLE: Day care case files with child abuse and neglect reports

DATES: 1960-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 11/03/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 13035

TITLE: Day care case files with child abuse and neglect reports

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18551

3

TITLE: Day care center licensing files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain 8 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

Microfilm master: Retain in Archives for 8 years and then destroy.

Microfilm duplicate: Retain in Archives for 8 years and then destroy.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18551

TITLE: Day care center licensing files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18552

3

TITLE: Family day care licensing files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, now The Dept. of Workforce Services.

RETENTION:

Retain 8 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18552

TITLE: Family day care licensing files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 62-2-303 (1995)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18554

3

TITLE: Food stamp case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18554

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 7185

3

TITLE: Home energy assistance target program files

DATES: 1981-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, and now The Dept. of Workforce Services, gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families that have special medical expenses; and fourth, families that have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, and salary and employment information.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 7185

TITLE: Home energy assistance target program files

(continued)

then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 22586

3

TITLE: Job Training and Partnership Act client files

DATES: 1997-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document participation in the Job Training and Partnership program. The information is collected to determine the eligibility of each applicant. Files may contain: educational and training records; copy of the applicant's birth certificate; copy of the applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 22586

TITLE: Job Training and Partnership Act client files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(a) (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18557

3

TITLE: Medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, now The Dept. of Workforce Services.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18557

TITLE: Medical cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18556

3

TITLE: Medical excess payment records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, now The Dept. of Workforce Services. is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18556

TITLE: Medical excess payment records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 14045

3

TITLE: PACMIS records

DATES: 1990-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports document pacmis data records of clients receiving services from the Department of Human Services. They are computer printouts of individual clients.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy provided no pending litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

AUTHORIZED: 05/27/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending litigation.

APPRAISAL:

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 14045

TITLE: PACMIS records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18555

3

TITLE: Prescription drug claims

DATES: 1990-

ARRANGEMENT: Numerical by claim number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are prescription drug claims from clients receiving assistance initially through the Office of Family Support, and now The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by the federal government and State of Utah.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18555

TITLE: Prescription drug claims

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 17577

3

TITLE: Provider billing records

DATES: 1990-

ARRANGEMENT: Chronological by month, thereunder numerical by billing number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are billings issued to day care providers for services initially provided to the Office of Family Support, and now provided by The Dept. of Workforce Services.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

AUTHORIZED: 04/24/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

These are billings issued to day care providers for services initially provided to the Office of Family Support, and now provided by The Dept. of Workforce Services.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 17577

TITLE: Provider billing records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18477

3

TITLE: Provider files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These fiels document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 03/28/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18477

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 14592

3

TITLE: Self sufficiency files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Dept. of Workforce Services. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 02/08/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 14592

TITLE: Self sufficiency files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18560

3

TITLE: Single parent employment program files

DATES: 1992-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document a demonstration program initiated originally by the Office of Family Support, now The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain 6 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18560

TITLE: Single parent employment program files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 62-3-303 (2008)

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 19205

3

TITLE: Terminated personnel files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after retirement or separation of employee

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 09/02/1997

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 19205

TITLE: Terminated personnel files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1) (b) (1995

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18559

3

TITLE: Transmittal records

DATES: 1990-

ARRANGEMENT: Numerical by transmittal number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18559

TITLE: Transmittal records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18558

3

TITLE: Voided medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, now The Dept. of Workforce Services. When overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy provided all audits have been completed

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

AGENCY: Department of Workforce Services. Clearfield East Employment Center

SERIES: 18558

TITLE: Voided medical cards

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private